



US District Court - District of Oregon **Clerk's Office – Portland, Oregon**

Job Announcement - Chief Deputy Clerk

The Chief Deputy is the senior-level manager of the clerk's office, reporting directly to the Clerk of Court. In the absence of the Clerk, the Chief Deputy assumes all of the functions and responsibilities of the Clerk.

The Chief Deputy leads an accomplished management team and staff to ensure efficient court operations, including civil and criminal case administration, information technology, budget and financial management, procurement, statistical reporting, human resource administration, courthouse security, and facilities management. The Chief Deputy also leads on-going business processing engineering programs to develop, implement, and refine office policies, procedures, and programs to enhance the productivity of the clerks office and District Court.

In conjunction with the Clerk, the Chief Deputy works directly with judges, lawyers, government agencies, and the Administrative Office of the United States Courts.

Minimum Qualifications

Successful applicants must demonstrate a minimum of six years relevant administrative, professional, or technical experience in which they applied modern organizational management and motivational theory, team based leadership, conflict resolution, and/or human resources administration. At least three of the six years experience must have been in a position of substantial senior management responsibility, preferably in public or judicial administration.

Desired Additional Experience

In addition to the minimum qualifications, successful applicants must demonstrate how their personal experience has enabled them to apply:

- Organizational leadership skills;
- Problem solving and conflict resolution abilities;
- Innovative solutions to facilitate organizational change;
- Performance based management; and
- Employee relations skills.

Other desired experience would include a working knowledge of the federal judicial system; experience in applying automation and technology solutions to improve business practices; project management experience; management and staff training and evaluation; an understanding of the CM/ECF and FAS4T.

About the Court

The US District Court for Oregon is the federal trial court for the State of Oregon, and is part of the Ninth Circuit. The court has 18-judges and magistrates, with a headquarters in Portland, and staffed divisional offices in Eugene and Medford. The Clerk's Office, under the direction of the Clerk of Court, serves as the primary administrative office for the District and employs a staff of approximately 61 personnel. More information can be found on the court's website at ord.uscourts.gov.

Salary and Benefits

Starting salary, depending upon the qualifications of the successful candidate, will range between \$103,902 (JSP 15, Step 1) and \$121,858 (JSP 16, Step 1) with an annual salary potential of \$149,200. Pursuant to policies of the Administrative Office of the Courts, salary matching options may be applied at the discretion of the court.

Employees may choose to participate in the Federal Employees Health Benefits Program and/or the Group Life Insurance Program. Additional supplemental insurance is available, including long-term disability insurance, long-term care insurance, dental and vision coverage, and flexible spending accounts. Employees also participate in the federal government's retirement system, which includes the Thrift Savings Plan (similar to 401(k) plans.)

Full-time employees accrue up to 13 days paid vacation per year for the first 3 years of employment: up to 20 days per year until the 15th year of service; and 26 days per year thereafter. Sick leave is accrued at 4 hours per pay period. Creditable time-in-service with other federal agencies will be added to the service computation date for computing employee benefits.

Application Procedure

Qualified persons are invited to submit a cover letter and narrative statement that addresses qualifications and relevant experience; management philosophy; and the applicant's experience in planning and implementing human and financial resources to optimize organizational objectives. In addition, each applicant should provide a resume that (1) details years of experience, including dates of employment, salary history, functions managed, the number and composition of personnel supervised and the reason for leaving each position; and (2) includes three written letters of recommendation.

If selected for a follow-on interview, participation in that interview process will be at the candidate's own expense. Where appropriate, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503.326.8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Please submit application materials in an envelope marked *confidential* to:

CHIEF DEPUTY CLERK POSITION

Human Resources Division
Office of the Clerk
740 United States Courthouse
1000 Southwest Third Avenue
Portland, Oregon 97204

***TIMELY APPLICATIONS WILL BE RECEIVED NO LATER THAN
4:30 PM ON FRIDAY, SEPTEMBER 30, 2005***

Conditions of Employment

- The Chief Deputy Clerk position is an *Executive High-Sensitive position* within the federal judiciary. Employment will be considered provisional pending the successful completion of a ten-year, full-field Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years.
- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will"

employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.

- Duty station assignments are the sole discretion of the Clerk of Court.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit).
- Pursuant to the Immigration Reform Act of 1986, federal government employees must be citizens of the United States or citizens of countries with whom the United States has treaty relations, as defined by the United States Department of State. Appointment is contingent upon providing proof of being legally eligible to work in and for the United States.
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- If selected for first-time appointment to a position in the District of Oregon, you may be required to complete a probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.

*The United States District Court of Oregon
is an Equal Opportunity Employer*